



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 12 - **Urinalysis Testing**

1. References:

a. AR 600-85, The Army Substance Abuse Program, dated 2 February 2009,

2. The urinalysis-testing program is mandated by TRADOC and supervised by the Fort Jackson Alcohol and Drug Office.

3. The standard for the USASD is a monthly urinalysis test for 100% of permanent party Soldiers located at Fort Jackson, SC.

4. Standard Procedures.

a. All personnel will report to the test site within one hour of notification.

b. Soldiers must have their DD Form 2A (Armed Forces Identification Card) available.

c. Soldiers will not depart the test site unless released by the First Sergeant or Commander.

d. Operations Sergeant will report accountability to the First Sergeant.

e. Soldiers will follow the directions of the Unit Alcohol and Drug Coordinators during the testing.

5. The test site is the appointed place of duty upon notification. Failure to report is a violation of Article 86 of the UCMJ. Violators may be subject to punishment IAW Article 86.

6. The point of contact for this memorandum is the undersigned at 803-751-5305.

*Ebony N. Calhoun*  
EBONY N. CALHOUN  
CPT, FI  
Commanding



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army  
Student Detachment (USASD)

SUBJECT: Policy # 13 - Awards

1. References:

- a. 171<sup>ST</sup> Infantry Brigade SOP
- b. AR 600-8-22, Military Awards, dated 11 December 2006.

2. It is the intent of this command that Soldiers be awarded for meritorious service or achievement. The following guidelines will be used to recognize outstanding performance:

- a. Recommendations for awards must be based on specific achievements.
- b. Awards are a privilege, not a right.
- c. The conduct of the Soldier both on and off duty must be considered with job performance.
- d. Awards for meritorious service (end of tour awards) will be based on the Soldier's level of responsibility and manner of performance, not on rank.

3. Awards must be submitted to the company IAW the following schedule:

- |  |          |
|--|----------|
| a. Letters of Appreciation or Commendation | 7 days   |
| b. Certificate of Achievement              | 7 days   |
| c. Army Achievement Medal                  | 30 days  |
| d. Army Commendation Medal                 | 60 days  |
| e. Meritorious Service Medal               | 100 days |
| f. Legion of Merit                         | 130 days |

4. Any event used to justify an achievement award may not be used as a bullet on a service/end of tour award. End of tour awards will be done IAW Battalion S-1 guidelines.

ATZJ-DBI-SD

SUBJECT: Policy # 13 - Awards

5. All awards will be submitted through company admin clerk saved as a pure-edge file.
6. The point of contact for this memorandum is the undersigned at 803-751-5305.

*Ebony N. Calhoun*

EBONY N. CALHOUN

CPT, FI

Commanding



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207


ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 14- **Authorized Outprocessing Time**

1. Effective immediately, personnel are authorized five working days to outprocess the installation prior to PCS or ETS.
2. All supervisors will ensure that their personnel are afforded this time to take care of personal business and complete the unit and installation outprocessing checklists.
3. The point of contact for this memorandum is the undersigned at 803-751-5305.

  
EBONY N. CALHOUN  
CPT, FI  
Commanding



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207


ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

**SUBJECT: Policy Letter # 17 – Post-Deployment Health Reassessment (PDHRA)**

1. In response to the Vice Chief of Staff's directive dated 18 June 2007, the USASD will require all assigned personnel to comply with the Post-Deployment Health Reassessment (PDHRA). This assessment tool was designed to identify physical and mental health concerns of Soldiers 90 to 180 days after redeployment and has therefore been integrated into the USASD Inprocessing packet.
2. Every Soldier that has redeployed from a combat zone is required to complete the PDHRA. While your geographic location is untraditional for the regular Army, the USASD will assist, regardless of location, in order to satisfy this urgent requirement.
3. Completing the PDHRA is a two part process. Part I consists of completing the Battlemind II brief and DD 2900 via AKO. Part II requires a one-on-one interview with a military health care provider. If there is no military treatment facility (MTF) within 50 miles of your location, contact the USASD PDHRA representative to arrange a telephonic interview. Scheduled appointments and completion of one-on-one interview will be reported to the USASD PDHRA action officer.
4. Completion of the PDHRA is a required action to complete in-processing with the USASD. As such, failing to comply will directly affect the processing of your personnel and finance related transactions.
5. The action officer and point of contact for this memorandum is Mrs. Vivian Thomas at (803) 751-4340 or [vivie.thomas@conus.army.mil](mailto:vivie.thomas@conus.army.mil).
6. The point of contact for this memorandum is the undersigned at 803-751-5305.

  
EBONY N. CALHOUN  
CPT, FI  
Commanding



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207


ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army  
Student Detachment (USASD)

SUBJECT: Policy Letter # 17 – **Post-Deployment Health Reassessment (PDHRA)**

1. In response to the Vice Chief of Staff's directive dated 18 June 2007, the USASD will require all assigned personnel to comply with the Post-Deployment Health Reassessment (PDHRA). This assessment tool was designed to identify physical and mental health concerns of Soldiers 90 to 180 days after redeployment and has therefore been integrated into the USASD Inprocessing packet.
2. Every Soldier that has redeployed from a combat zone is required to complete the PDHRA. While your geographic location is untraditional for the regular Army, the USASD will assist, regardless of location, in order to satisfy this urgent requirement.
3. Completing the PDHRA is a two part process. Part I consists of completing the Battlemind II brief and DD 2900 via AKO. Part II requires a one-on-one interview with a military health care provider. If there is no military treatment facility (MTF) within 50 miles of your location, contact the USASD PDHRA representative to arrange a telephonic interview. Scheduled appointments and completion of one-on-one interview will be reported to the USASD PDHRA action officer.
4. Completion of the PDHRA is a required action to complete in-processing with the USASD. As such, failing to comply will directly affect the processing of your personnel and finance related transactions.
5. The action officer and point of contact for this memorandum is Mrs. Vivian Thomas at (803) 751-4340 or [vivie.thomas@conus.army.mil](mailto:vivie.thomas@conus.army.mil).
6. The point of contact for this memorandum is the undersigned at 803-751-5305.

  
EBONY N. CALHOUN  
CPT, FI  
Commanding



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY STUDENT DETACHMENT**  
**5450 STROM THURMOND BOULEVARD ROOM 244**  
**FORT JACKSON, SOUTH CAROLINA 29207**

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter # 18- **Suicide Prevention Program**

1. References:

- a. Army Suicide Prevention Program Guide for Installations and Units, 15 March 2008.
- b. AR 600-20, Army Command Policy, 18 March 2008.
- c. 4-10<sup>TH</sup> Infantry Battalion Policy Memorandum #7, Suicide Prevention, 19 June 2009.

2. Soldiers are the heartbeat of our Army. Suicide is a tragic event that affects the soul of our families, friends, and the unit. I am absolutely committed to protecting the emotional health and mental fitness of each of our Soldiers, civilians, and Student leaders.

3. With the complexity and geographical dispersion of the USASD population, it is paramount that we encourage open and honest communication, ensure that our fellow leaders are educated on the mental health resources available to them, and take a vested interest in the mental health and well being of our team. There are several methods that we will use to ensure that we collectively meet this intent.

a. **Training.** Suicide Prevention training is mandatory for all Soldiers, Civilians, and Student leaders regardless of location. Every student will view the "Beyond the Front" Suicide prevention module provided on the USASD web page and submit the certification memorandum during in-processing. Re-training and certification is a mandatory requirement during the semi-annual PAI. Permanent party Soldiers and civilians will complete scheduled semi-annual training in accordance with the training schedule.

b. **Leader checks.** Leaders must get ahead of the power curve-we need to take the steps to identify our high risk Soldiers and provide them assistance before they enter into a suicidal state. Take the time to get to know your peers, leaders, and subordinates. Don't be afraid to talk to each other, ask the hard questions, and nurture your relationships. Developing an environment of trust and open communication is the first line of defense against suicide.

ATZJ-DBI-SD


SUBJECT: Policy Letter # 18 - **Suicide Prevention Policy**

c. **Outreach.** I encourage each of our Student Leaders to pursue different methods of outreach. Ensure that you make connections with other Soldiers and leaders in your area. Continue to communicate with your mentors. Most importantly, take a moment to periodically contact the leadership and staff within the student detachment. We want to know how you are doing. Your well being is our mission.

d. **Immediate action.** If a Soldier, civilian, or Student Leader within the organization demonstrates suicidal behavior, it is imperative that you contact either me or the ISG immediately. It is urgent that we get them to a chaplain, emergency room, or mental health services swiftly.

4. I implore each of you to become actively engaged in preventing suicide. Our collective actions will only serve to strengthen our team and demonstrate our dedication to the USASD team.

5. The point of contact for this memorandum is the undersigned at (803) 751-5305.

  
EBONY N. CALHOUN  
CPT, FI  
Commanding





**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD).

SUBJECT: Policy Letter # 19 - **Commander's Critical Information Requirements (CCIR)**

1. References:

- a. AR 190-140, Serious Incident Report, dated 9 February 2006.
- b. 4-10<sup>TH</sup> Infantry Regiment Battalion Policy, Memorandum # 19, Battalion Commander Notification Requirements, 19 June 2009.

2. The well-being, safety, and care for the Soldiers, civilians, and Student leaders of the USASD is my number one priority. To ensure that critical resources are provided to our population in a timely manner, it is imperative that CCIRs are communicated to the command team quickly and in detail.

3. The following occurrences are CCIR for this command.

- a. Death or serious injury of any cadre member, civilian employee, Student leader, or immediate family member of cadre member occurring on or off installation.
- b. Injury of any member of the unit causing loss of limb, eyesight, or serious medical emergency.
- c. Incarceration of cadre or Student leader.
- d. Suicide attempt or gesture.
- e. Injury or incident involving a fire arm.
- f. Heat Stroke or
- g. Any incident of sexual assault or

ATZJ-DBI-SD

SUBJECT: Policy Letter # 19 - **Commander's Critical Information Requirements (CCIR)**

h. Any incident involving cadre, Student Leader, or family member that will result in a blotter report or civilian police report.

i. Any child abuse or domestic violence incidents.


j. Any training accidents that result in injury to cadre or civilians.

k. Hospitalization of Student leader for anxiety, depression, or Post Traumatic Stress Disorder.

4. Any item fitting the criterion of a CCIR must be reported to either myself, the 1SG, or the office manager within 24 hours of the incident. Reports can be sent via phone, email, or in person. Ensure that your report can answer the 5 W's (who, what, when, where, why). Telephonic reports will include both good a phone and email POC. Follow up reports on incidents that cannot be resolved immediately are required within five days of initial report. Additional follow up requirements will be evaluated on a case by case basis.

5. If you are unsure as to whether your incident fits the criterion of a CCIR, contact us immediately. It is better to be overcautious than to provide no warning of a potentially serious situation.

6. The point of contact for this memorandum is the undersigned at (803) 751-5305.

  
EBONY N. CALHOUN  
CPT, FI  
Commanding



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 20 – **Training**

1. References:

- a. Memorandum # 13, 4-10<sup>TH</sup> Infantry Regiment Battalion Policy, ATZJ-DBI-CO, 19 June 2009, Schools/Sergeant Time/Collective and Individual Training/Individual Responsibilities.
- b. AR 350-1, Army Training and Leader Development, dated 3 August 2007.
- c. FM 7-0, Training the Force, dated October 2002.
- d. Fort Jackson Reg 350-1, Fort Jackson Training Administration Policies, 1 October 2008.
- e. FM 7-1, Battle Focused Training, dated September 2003.

2 All Soldiers and DoD civilians must remain relevant and knowledgeable of basic Army policies, programs, and procedures regardless of their duty assignment, location, or military status. In order to ensure that the Soldiers, civilians, and student leaders of the USASD are postured for success, the following training procedures are in effect.

3. Mandatory Annual Training Requirements. All Soldiers, civilians, and student leaders are required to complete DA directed Mandatory Annual Training. Student Leaders may access all mandatory training tools via the USASD website <http://www.jackson.army.mil/units/USASD/index.html> . You will be required to provide/validate proof of training during the semi-annual PAI.


4. Sergeants Time/Collective Training. The USASD will be closed for training every Wednesday morning between the hours of 0730-0930 to ensure all Soldiers and civilians are able to participate in scheduled training. All Soldiers and civilians will participate in technical training during the first and third week of the month. Tactical training/Warrior

ATZJ-DBI-SD

SUBJECT: Policy # 20 – **Training**

Tasks and Battle Drills will be trained on the last week of the month. During this time, civilians within the detachment will accomplish any mandatory civilian training requirements not met during technical training. Finally, commander's time topics will be trained on the second week of each month. These topics include, but are not limited to, Prevention of Sexual Harassment, Equal Opportunity, and Suicide Prevention training.

5. All training schedules, AARs, and records will be updated and maintained in DTMS per ALARACT 153/2007.
6. The POC for this memorandum is the undersigned at (803) 751-5305.

  
EBONY N. CALHOUN  
CPT, FI  
Commanding



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum # 21 – Reenlistment Incentives

1. Our reenlistment goal is to retain all of our quality Soldiers. All Soldiers in this command eligible to reenlist will be professionally counseled about all available options and encouraged to reenlist.
2. All personnel who reenlist while assigned or attached to the USASD will be granted the following:
  - a. Choice of where they would like the ceremony to be held.
  - b. The rest of the day off after completion of reenlistment ceremony. Supervisors are encourage to ensure ceremony takes place early in the day.
  - c. A four-day pass.
3. Passes are subject to the provision of policy letter #4.
4. If you are considering reenlistment options, contact the retention NCO, First Sergeant or myself.
5. Point of contact for this memorandum is the undersigned at (803) 751-5305.

*Ebony N. Calhoun*  
EBONY N. CALHOUN  
CPT, FI  
Commanding



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army  
Student Detachment (USASD)

SUBJECT: Policy Memorandum # 22 – **Privately Owned Weapons**

1. References:

a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, dated 12 February 1998.

b. Memorandum # 6, 4-10<sup>TH</sup> Infantry Regiment Battalion Policy, ATZJ-DBI-CO, 19 June 2009, Privetly Owned Weapons.

2. As commander, it is my responsibility to ensure that privately owned arms and ammunitions (including authorized war trophies) are protected. All privately owned weapons (rifles, pistols, etc) and ammunition purchased or received by USASD personnel will be stored in accordance with AR 190-11, Para 4-5a and local regulations/laws.

3. All USASD personnel keeping or storing privately owned arms and ammunition (including authorized war trophies) on Fort Jackson will properly register and store them in the appropriate location. Coordinate with the First Sergeant to arrange for the proper storage of all weapons and/or ammunition.

4. Point of contact for this memorandum is the undersigned at (803) 751-5305.

*Ebony N. Calhoun*  
EBONY N. CALHOUN  
CPT, FI )  
Commanding